

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Chief, Operations Support
Adult Institutions Division
CEA 3

FINAL FILING DATE: **May 15, 2006**
Pending Control Agency Approval

SALARY RANGE: **\$8,030 - \$8,854**

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Deputy Director, Division of Adult Institutions (Exempt), the Chief, Operations Support functions as an administrator over a group of specialized operational units within the Division of Adult Institutions. The incumbent plans, organizes, and directs all program activities through subordinate managers; has extensive involvement in program and policy formulation and implementation; directs staff in reviewing the effectiveness of institutional policies and activities; resolves operational problems; provides leadership; and coordinates activities with other departmental and institutional programs to ensure operational effectiveness.

The incumbent has oversight responsibility for the Department's inmate classification units, inmate case records administration, statewide inmate transportation unit, statewide inmate appeals, prison bed management, fiscal planning and development, budgeting, policy and procedure standardization, audits, and various other administrative functions.

Examples of some of these functions include:

Classification Services: This unit is responsible for developing, implementing, and coordinating statewide inmate classification policies. The staff is responsible for auditing classification practices to ensure uniform classification of inmates and to ensure housing of inmates at the lowest custody level possible. This unit provides the California Department of Corrections and Rehabilitation (CDCR) a departmental population management function directing placement of inmates based on bed vacancies, mission changes, activations, and deactivations; prepares weekly bed analysis reports; and provides ongoing training to Institution Classification staff on classification issues and changes in policies or directives.

Correctional Case Records Services: This unit provides statewide administration and management of the CDCR's uniform case records system which provides the information base for critical decisions affecting inmates and parolees; provides training to the Division of Adult Institutions, and the Division of Adult Parole Operations Case Records staff on technical aspects of the case records system; implements related policies and law; maintains a list of all persons wanted by the CDCR for escape, parolees-at-large, and releasees-at-large; and acts as a Department liaison with the courts, local law enforcement, state and federal agencies, and attorneys regarding inmate sentences. Correctional Case Records Services consists of five sub-units: Administration, Legal Processing, Identification and Warrants, Archives, and Training Team.

Transportation: This unit operates transportation hubs in three districts; and performs all transportation of CDCR inmates throughout the State, in addition to extradition of CDCR inmates from other states. Staff in the unit coordinate transportation needs and information; prepare, schedule and transport inmates between institutions and county jails, Community Correctional Facilities, Community Correctional Re-entry Centers, and community-based programs; maintains the CDCR's fleet of transportation vehicles; and provides mutual aid to local law enforcement.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

The Chief, Operations Support Division of Adult Institutions, CEA 3, is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

DESIRABLE QUALIFICATIONS:

- Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups, and the manager's role in providing an equal employment opportunity work environment.
- Management experience in a large correctional setting, including the knowledge and principles of custody, security, inmate classification, inmate transportation, and inmate case records; formulation and implementation of procedures, policies and programs related to correctional institution operations.

- Demonstrated ability in communicating effectively, both orally and in writing, and in representing the Department with various stakeholders such as Legislators, community leaders, bargaining units, advocacy groups, and the public.
- Experience in fiscal planning and development and budget management including the principles, practices and methods of fiscal accountability. e.g., capital outlay, procurement, special projects, position allocation and control.
- Ability to analyze complex problems, prescribe and initiate effective courses of action and develop and implement policies and procedures as appropriate.
- Supervisory/administrative experience in a managerial capacity, including the executive and/or evaluation of program policies at least equivalent to the level of a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator.

KNOWLEDGE AND ABILITIES:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

EXAMINATION INFORMATION:

This examination will consist of a review, using predetermined evaluation criteria, by an executive screening committee of the candidates' application and resume that describes their experience, knowledge and abilities as they relate to the minimum and desirable qualifications identified in the bulletin. Candidates may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in a government setting, or in a private organization. In order to be successful in this examination, a minimum rating of 70% must be attained. Each candidate will be notified in writing of the examination results.

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief, Operations Support, Division of Adult Institutions, CEA Level 3 vacancy. For further information regarding this position, please contact Vickiann Tapia at 916-327-8017

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and resume must be submitted and postmarked by May 15, 2006 to Vickiann Tapia, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filling date to the same street address listed above for the Executive Recruitment Appointments.